



# EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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Further to your information request FOI/EIR 21/22-114 please find your question and our response below.

## **Request:**

- When Redaction is done, do they keep originals, if Yes, will it still be 100% GDPR compliant?
- How does Redaction work as a process in these organisations?
- What tools they use for Redaction and what are the positives / shortcomings of these tools?
- Is Redaction entirely manual or is it automated in anyway?
- Do some organisation Redact more than others and Why?
- How will a scenario of a mistaken Redaction be corrected (Is it rolled back)?
- How will large volumes of document be Redacted?
- Are there Redaction teams that go through documents or are documents done on a case to case basis?
- Is Redaction done by the person who identify the text to be Redacted, is it done by a 3rd person or a case manager?

## **Response:**

- Yes, and are kept in line with GDPR
- Documents that require redaction are reviewed and redacted as part of departmental processes.
- Adobe Acrobat Pro
- Manual
- All redaction follows Council redaction guidelines, and therefore all redaction is consistent across departments
- If we are alerted to incorrect redaction then this would be corrected immediately
- Manually
- There are no redaction teams. Redaction is undertaken by departments.
- Redaction is done by the person who identifies text to be redacted and double checked by another member of staff.

This concludes your request FOI/EIR 21/22-114

If information has been refused please treat this as a Refusal Notice for the purposes of the Act.

If you disagree with our decision or are otherwise unhappy with how we have dealt with your request in the first instance you may approach [foi@eastcambs.gov.uk](mailto:foi@eastcambs.gov.uk) and request a review. A request for review must be made in no more than 40 working days from the date of this email.

Should you remain dissatisfied with the outcome you have a right under s50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow SK9 5AF.